



## **Pierce County Behavioral Health Workforce Study Request for Proposals (RFP) Rebid**

### **RFP Information**

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RFP No. RFP: 2022.02.REBID BHTC

Pierce County Behavioral Health Workforce Study Request for Proposals (RFP)

**Issue Date: May 9<sup>th</sup>, 2022**

**Closing Date: May 23<sup>rd</sup>, 2022**

### **Contact**

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### **Return Proposals and Required Attachments by 4 P.M., May 23<sup>rd</sup>, 2022 to:**

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Pierce County Finance

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## I. PROPOSAL INFORMATION

<b>Timeline for Selection</b>	RFP Released Question and Answer Period RFP Closed Proposal Review/Evaluation Period RFP Award Notification (Pending Council approval)	May 9 <sup>th</sup> , 2022 May 9 <sup>th</sup> to May 16 <sup>th</sup> , 2022 May 23 <sup>rd</sup> , 2022 May 24 <sup>th</sup> to June 7 <sup>th</sup> , 2022 June 10 <sup>th</sup> , 2022
<b>Submittal Due Date</b>	To be eligible for consideration, the Bidder's response to this Request for Proposal (hereafter called "proposal") must be submitted to <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> no later than 4:00 PM on May 23 <sup>rd</sup> , 2022 with RFP #, Proposal Title, and the Bidder's name in the subject line. Hard copies will not be accepted.	
<b>RFP Exhibits</b>	<b>A:</b> Sample Professional Service Agreement (Information for Bidders) <b>B:</b> Cover Letter	
<b>Proposal Materials</b>	To obtain a copy of all RFP materials, please contact Kristy Lyse at <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> or download all materials from <a href="https://www.piercecounitywa.gov/Solicitations-and-Competitive-Bids">Solicitations and Competitive Bids   Pierce County, WA - Official Website (piercecounitywa.gov)</a>	
<b>RFP Amendments</b>	The County may, at any time before execution of a contract, add or delete all or any portion of this RFP. The County will send any RFP addenda to each Bidder. If there is any conflict between addenda or between an addendum and the RFP, whichever document was issued last in time shall be controlling.	
<b>Retraction to RFP</b>	Pierce County is not obligated to contract for the services specified in this RFP. The County reserves the right to retract this RFP in whole, or in part, and at any time without penalty.	
<b>Ineligible Proposals</b>	Proposals submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable proposals are those which are subject to at least one (1) of the following shortcomings: <ol style="list-style-type: none"> <li>1. The Bidder failed to submit the response by the required deadline.</li> <li>2. The proposal does not clearly demonstrate it meets all eligibility requirements.</li> <li>3. The proposal is not submitted according to the instructions contained within this RFP.</li> <li>4. The proposal does not include the required attachments and/or signatures.</li> <li>5. The Bidder's prior contracting history with Pierce County, other government agencies, or another entity demonstrates that the Bidder and/or his or her organization failed to meet the obligations of the prior contract. This would also include terminations for cause.</li> </ol>	
<b>Proposal Clarification</b>	Please send questions and any requests for clarification regarding this RFP in writing, via email, to <a href="mailto:Kristy.lysell@piercecounitywa.gov">Kristy.lysell@piercecounitywa.gov</a> . No calls please. The subject line needs to read – <b>RFP 2022.02.REBID BHTC Question</b> . <ul style="list-style-type: none"> <li>• Include in the email with your question – your name, phone number, and email address to ensure we have the right contact information.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The deadline for submitting such questions/clarifications is <b>May 16<sup>th</sup>, 2022</b>.</li> </ul> <p>Questions will be answered within 24 hours during normal business hours. The Question and Answer page, located at <a href="#">Solicitations and Competitive Bids   Pierce County, WA - Official Website</a> will be updated each time a new question and answer are recorded so all Bidders will have access to view all questions and answers. An addendum will be issued no later than <b>May 17<sup>th</sup>, 2022</b> to all recorded holders of the RFP if a substantive clarification is in order. The addendum will be available on the RFP web page.</p>
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## II. GENERAL INFORMATION

### BACKGROUND AND PURPOSE

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Pierce County Human Services (hereafter known as “the County”) is seeking proposals for consultation services to assess existing behavioral health and mental health provider capacity and determine workforce development and behavioral health system needs.

Pierce County’s goal is to foster an environment where those with behavioral health needs will have access to a full range of innovative, effective, and culturally competent services, including:

- Community education
- Prevention and early intervention
- Outpatient and community-based services
- Crisis and inpatient services
- Services for justice-involved populations
- Housing supports for those with behavioral health needs

As identified in the County’s 2021 [Behavioral Health Improvement Plan](#), the lack of an adequate behavioral health workforce is a significant barrier to accomplishing these goals. The County is seeking a clearer understanding of the behavioral health workforce issues in our community and specific, actionable goals to assist providers in overcoming these obstacles.

### FUNDING AVAILABLE AND ELIGIBLE COSTS

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The Pierce County Council has made up to \$85,000 available for this project. A Bidder’s ability to demonstrate cost effectiveness while providing comprehensive and effective outcomes will be part of the selection process. The Apparently Successful Bidder must be able to demonstrate that any funds awarded under this RFP were spent solely on this project.

### ELIGIBLE APPLICANTS

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This solicitation is open to individuals or organizations that satisfy the requirements stated in this RFP.

At minimum, eligible applicants must meet the following requirements:

1. Prior to the effective date of the resulting contract, the selected vendor must be eligible to conduct business in Washington State; such eligibility must remain in effect for the duration of the contract;
2. Have five (5) or more years of experience related to the activities and deliverables described in the Project Scope.
3. The ability to engage in virtual collaborations on platforms like Zoom or Microsoft Teams.
4. The Bidder and/or a subcontractor providing services under this contract must have expertise in consulting related to the proposed project or program model.
5. If the Bidder or any subcontractor under this contract is currently under contract with another division in the County, the contract must be in good standing and not under any performance improvement or corrective action plan in order to submit a proposal.
6. The Bidder's prior contracting history with Pierce County, other government agencies, or another entity must demonstrate that the Bidder and/or his or her organization met the obligations of the prior contract.

## **PROJECT SCOPE**

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Pierce County is seeking a contractor to assess the behavioral health workforce needs in the county and propose solutions that address identified gaps.

At a minimum, the questions to be addressed by this project are:

1. What are the behavioral health network adequacy needs of Pierce County? What provider types and levels of care are necessary to ensure Pierce County citizens have access to care in a timely manner. This analysis should compare coverage and coverage gaps, and percentages of population covered, under Medicaid, Medicare, and private insurance, and analyze access to care by uninsured populations. Youth and adult systems, and mental health and substance use disorder treatment systems, should be considered separately.
2. What is the scope of the behavioral health workforce shortage in Pierce County? The assessment should include shortages by location and type of service (SUD, mental health, school-based, etc.)
3. How many behavioral health providers (by type and funding source) work in various settings within Pierce County?
4. What are the reasons for the identified behavioral health workforce gaps?
5. What are proposed solutions to the behavioral health workforce shortage? Solutions should include a wide range of activities, including advocacy, changes in business practices, funding opportunities, etc. The report should include the financial impact (negative or positive) of any proposed solutions.
6. Other questions that may arise during the project.

Anticipated tasks include:

1. Identify national trends in comparable communities and consider the following:
  - a. What measures of network adequacy are available and how does Pierce County's current behavioral health system compare to accepted standards for

- access to care? The analysis should include a breakdown by age, insurance type, service type, and other factors as necessary to understand gaps in network adequacy, with special focus on Medicaid standards for access and caps in network adequacy.
- b. What are considered industry standards in turnover, vacancy rates, recruiting efforts, retention, and compensation levels?
  - c. Do communities/regions with more localized education and training programs achieve better workforce outcomes?
  - d. Is there any peer-recognized trend analysis of the BH workforce?
2. Assess the prevalence of behavioral health workforce shortages in Pierce County by agency type and size.
    - a. Conduct qualitative data analysis using local, state, and national data sets.
    - b. Conduct or draw on existing qualitative analyses to determine the scope of behavioral health workforce shortages in Pierce County.
    - c. Identify which populations are affected by the behavioral health workforce shortage in Pierce County.
  3. Identify the causes of the behavioral health workforce shortage, including at a minimum the impact of the following:
    - a. Inadequate rate reimbursement from Medicaid and private insurance carriers and how this impacts agencies' ability to offer competitive compensation.
    - b. Lack of available education and training programs in the Pierce County area for behavioral health staff.
    - c. Licensing or regulatory burdens for behavioral health staff.
    - d. Other causes identified during the project.
  4. Conduct surveys, interviews, and other research of local providers to determine the extent of the behavioral health workforce shortage in Pierce County.
  5. Develop recommendations for County policy and advocacy efforts to reduce behavioral health workforce shortages in Pierce County.
  6. Identify existing local and statewide efforts to address behavioral health workforce issues. Provide recommendations on how Pierce County might utilize these and other resources more effectively.
  7. Provide other recommendations as determined by the study's findings.

### **Contract Deliverables**

1. A detailed work plan submitted to the contract manager for approval within four weeks of the contract start date. The work plan is a crucial document for planning and managing the project. It must include the project scope and objectives, specific tasks, timelines, data requirements, work assignments of contract personnel, and other details.
2. A draft report for internal review, due no later than six months from the workplan submission date.
3. A final report presented to the County Council at a public meeting on a date to be determined, about one month after the internal review process.

### **III. GENERAL REQUIREMENTS**

Bidders must comply with the County's general terms and conditions described in Exhibit A: Sample Professional Service Agreement.

### **IV. REVIEW AND SELECTION CRITERIA**

#### **SCORING**

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All proposals will be reviewed by County staff for completeness and compliance with the Exhibits, questions specified in this RFP, and technical requirements. Responses that pass the initial eligibility requirements will be evaluated and scored based upon Bidder's answers to the specific questions in the RFP and, where applicable, interviews.

Independent evaluators will review and score each proposal. After scoring, the evaluators will convene as a group and prioritize eligible proposals and make recommendations. Evaluators will not have a conflict of interest with any proposal they score.

The County instructs all evaluators to review and score proposals based only upon the response and not upon the evaluator's external experience with, or perception of, the Bidder. All proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any amendments thereto. For privacy purposes, evaluators' names are not subject to public disclosure by the County.

The scoring method for this RFP will be weighted scoring where each category is assigned a point value. Each proposal will be scored based on the responses to questions found in the Proposal and Technical Requirements section of this document and rated from highest to lowest score.

The Director of Human Services will review the final recommendations. Only the director has the authority to determine the final successful Bidder and recommend contract awards to the Pierce County Council.

#### **INTERVIEWS**

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The County reserves the right to conduct interviews with the top qualified Bidders and make a final selection when a determination for award must be made beyond proposal score such as in the event of a tie.

#### **SELECTION AND CONTRACT EXECUTION**

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Should the County not reach a favorable contract agreement with the Apparently Successful Bidder, the County shall terminate negotiations and commence negotiations with the next qualified Bidder and so on until a favorable contract agreement is reached. The County will not award a contract if no proposals are considered sufficiently responsive.

All Bidders will be notified by email as to the decision regarding their proposal. Apparently Successful Bidders will work with Pierce County Human Services staff to negotiate and execute a contract.

The public may view proposal documents after contract execution. At this time, Bidders not awarded a contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized.

For a complete list of dates and deadlines please see the timeline in Section I of this document.

## **V. PROPOSAL AND TECHNICAL REQUIREMENTS**

Proposals must be submitted to [Kristy.lysell@piercecountywa.gov](mailto:Kristy.lysell@piercecountywa.gov) no later than 4:00 PM on (DUE DATE May 23<sup>rd</sup>, 2022) with RFP #, Proposal Title, and the Bidder's name in the subject line. See the Proposal Information section for specific dates and deadlines.

Proposals must be clear and concise, and the proposal format/content should adhere to the following guidelines:

- **Proposals must be 15 pages or less, not including attachments.**
- Word or PDF file types
- Minimum of 12 pt. font
- Single spaced, with a minimum of .75-inch margins
- Include a table of contents
- Number each page and document footers must contain agency name and project name
- Include a cover page listing Agency Name, Proposal Title, Priority Area(s) of Service, RFP #, Date and Contact Name and Information.

Proposals must not exceed the response limitations listed in this RFP. Proposals exceeding the limitation shall be found non-responsive and shall not move to the scoring process.

All proposals are evaluated on the completeness and quality of the content. Only those Bidders providing complete information as required will be considered for evaluation. The County will not contact the agency for correction to proposals and Bidders are strongly encouraged to carefully review their proposals for completeness and accuracy before sending. The ability to follow these instructions demonstrates attention to detail.

### **QUALIFICATIONS (30 POINTS)**

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Briefly describe your company and the characteristics that set your company apart from your competitors. Be sure to include:

- How many years of experience does your organization have in completing projects like the one described in this RFP?



- Your expertise in the government sector, particularly with counties.
- A description of your organization’s experience developing long-range action plans and engaging diverse stakeholders.

Provide a minimum of one (1) and a maximum of three (3) examples of prior work that is comparable in nature to the project described in this RFP. Submit the following information for each example:

- a. Project summary
- b. Project duration
- c. Description of services provided
- d. Include outcome of project
- e. Contact information for reference

### **PROPOSAL REQUIREMENTS AND WORKPLAN (55 POINTS)**

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Explain how your organization proposes to meet the requirements of this RFP. Include your organization’s approach to assessing workforce issues and developing a long-range plan. Explain why this approach is best suited to accomplish the proposed work.

Provide a summary of the major components, phases, deliverables, and services your organization is proposing to provide. Include the proposed timeline.

Identify all positions anticipated to be assigned to this project. Include résumés of the project lead/manager and other key staff. Describe each member’s general roles and responsibilities to achieve the scope of work in this RFP and each member’s time on the project.

Describe how your organization will ensure that the results of the study and recommendations reflect a commitment to diversity, equity, and inclusion. Include your plan to involve a variety of agencies in the study, including smaller organizations and those that provide treatment to underserved populations.

### **BUDGET (15 POINTS)**

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Provide a detailed budget and narrative that explains and justifies each cost and clearly explains how the amount for each line item was determined. The Consultants’ firm-fixed prices and/or hourly rate must be reasonable and competitive with other proposals. Include a project payment schedule.

### **REQUIRED AND OPTIONAL ATTACHMENTS**

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- Exhibit A: Sample Professional Service Agreement (Information for Bidders)
- Exhibit B: Cover Letter Attachment

